

## Alcohol Abuse Prevention for the "Holidays"

**BE SAFE, BE SMART, BE SOBER**



One of the best ways to combat alcohol abuse by our Sailors is staying informed and keeping them informed.

Goal: To reduce the number of incidents, DUI/DWIs and fatalities related to alcohol and promote "Responsible Use" of alcohol by our Sailors during the Holidays. This Alcohol Abuse Prevention for the Holidays training package has been developed for integration into your command's current alcohol abuse prevention efforts and contains three distinct sections.

- ◆ Section I provides information pertinent to command leadership aimed at enhancing the ongoing commitment to reducing alcohol abuse, alcohol related incidents and promoting responsible use;
- ◆ Section II provides DAPAs with material to present to senior enlisted personnel. This material educates senior enlisted on alcohol abuse prevention measures; emphasizes utilizing their wealth of experience, resources, and strengths to reinforce Navy's "Responsible Use" policy for alcohol use; and encourages them to be more actively involved in command alcohol prevention efforts;
- ◆ Section III provides information and examples for use as part of command GMT, POD notes, workcenter notices, flyers, posters, etc. that enhance ongoing command alcohol abuse prevention efforts.

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Objective: Engage senior enlisted personnel as active participants in reducing alcohol abuse/use by helping young Sailors prepare for the upcoming holiday season. The focus is two-fold:

- ◆ Provide information to senior enlisted personnel for use in training sessions. This information is aimed at helping Sailors better understand what to expect during the holiday season, how to prepare for situations, and provide them with the tools necessary to make good decisions, especially when it comes to alcohol use/abuse.
- ◆ Provide Sailors with information aimed at better understanding Navy expectations while they are on leave during the holiday season.

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## Section I

### Command Alcohol Abuse Prevention Team

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#### OBJECTIVES OF THIS SECTION

- Identify Command Alcohol Prevention Team Members
- Discuss responsibilities of Command Prevention Team
- Present suggestions to strengthen command alcohol abuse efforts

### Command Alcohol Abuse Prevention Team

#### Who is the Command Alcohol Abuse Prevention Team?

All command personnel are members of the Command Alcohol Abuse Prevention Team. The commanding officer, executive officer, command master chief, and drug and alcohol program advisor (DAPA) lead the team. Officers and senior enlisted personnel (E-6 and above) are integral parts of the team responsible for openly supporting command policy. Junior personnel (E-5 and below) are responsible for supporting and adhering to command policy.

### Helping Young Sailors "NEGOTIATE THE HOLIDAYS"

Home for the Holidays. Back to the old stomping grounds and high school buddies. We've all been there and we've all seen and heard the comedies and horror stories about going home for the holidays. What unfortunate is that too many of these are based on real-life experiences. Because the holiday season (Christmas, Hanukkah, Festival of Lights, New Years, and others) is meaningful and unavoidable, it is important we provide our young Sailors with the tools necessary to make good decisions, especially when it comes to using and/or abusing alcohol.

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## Get "The Message" Out

Clearly, there is a need to get information to Sailors as often as possible. But how do you get the message out?

Daily POD and POW notes reminding Sailors that alcohol abuse prevention is an active program at your command. Remind Sailors about the consequences of alcohol abuse. Section III has some examples.

E-mail messages from command leadership (CO, XO, and CMC).

Conduct frequent alcohol abuse prevention training sessions at the workcenter and division level. Have senior enlisted (LPO/LCPO) present material as part of GMT. Ensure workcenter/division leadership (LCPO and DIVO) are present during these training sessions.

Promote Navy's Right Spirit Campaign. Emphasis on the goals of Right Spirit will help reduce the impact of alcohol abuse in your command and on Navy readiness. Right Spirit puts the responsibility for the effects of alcohol abuse on individuals.



**Some ideas that can strengthen a command alcohol abuse prevention program during the holiday season include:**

- Build a positive "responsible use" atmosphere where Sailors promote themselves promote positive attitudes and behaviors about avoiding alcohol abuse;

- Make "Its OK Not to Drink" your command policy;
- Talk early and talk often (i.e. at command indoctrination, daily quarters and, during workcenter meetings);
- Ensure education is available for everyone;
- Make sure senior enlisted discuss Navy's alcohol policy and the consequences of violating that policy in the presence of junior Sailors;

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- Let your Sailors know that alcohol abuse/use related incidents will not be tolerated at any time at your command;
- Have DAPAs talk to CPO Mess and First Class Mess on how they can reinforce your command's alcohol/substance abuse policy in their work spaces;
- Keep Sailors involved in command alcohol prevention activities;
- Posters, flyers, and notices located in work spaces, lounges and berthing complexes associating Honor, Courage, and Commitment with a "responsible use" lifestyle;
- Articles in base newspapers and other local Navy media;
- Command leadership (CPO/Officers) walk the walk and talk the talk concerning responsible use of alcohol.

**Sailors understanding "Responsible Use" of alcohol will make a difference in lowering the number of alcohol related incidents, DUIs/DWIs, and related incidents. When our Sailors recognize the changes that have taken place, as a result of their Navy training, both within them and at home, they will be better able to handle any adverse situations they may encounter.**

**Sailors who may thought excessive alcohol use/alcohol abuse while on leave was acceptable, will understand Navy's expectations, the consequences of abusing alcohol, and ultimately make the right decision to drink responsibly or not drink at all. Remember: Right Spirit is not prohibition. If a Sailor chooses to drink, it requires they do it in a responsible manner.**

For more information or guidance on effective Alcohol Abuse Prevention program contact Bill Moore at DSN: 882-4247, (C) 901-874-4247, or (E-mail) P603a@persnet.navy.mil.

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## Section II

### Drug and Alcohol Program Advisors (DAPA)

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#### OBJECTIVES OF THIS SECTION

- Prepare DAPAs with information to give senior enlisted personnel
- Understanding challenges young Sailors may face while on leave
- Senior enlisted personnel role and responsibilities as part of command alcohol abuse prevention team

#### DAPA's

This information provides DAPAs with material to be used by senior enlisted personnel as part of the Command Alcohol Abuse Prevention Team effort to reduce alcohol abuse related incidents by Sailors who are going home on leave, especially those Sailors going home for the first time since joining the Navy. DAPAs are encouraged to set up meetings with the First Class Petty Officer Association and the Chief Petty Officer Association. During these meetings, the DAPA can introduce the Right Spirit Campaign goal and objectives. DAPAs can highlight the upcoming holiday season as the target message

and young Sailors as the target audience. Senior enlisted personnel can demonstrate active leadership by drawing on their wealth of experiences, resources, and strengths to reinforce Navy's "Responsible Use" policy for alcohol use.

### Going Home for Leave during the Holidays

Young Sailors who are returning home for the first time can experience a variety of emotions and challenges. For many, going home can be an enjoyable, proud, and positive experience. For some, going home can be difficult and challenging. Most people will agree that "going home" at any age, especially for holidays, is a mixed bag.

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With some planning, going home for the first time can be enjoyable, or at least not as challenging for our young Sailors as it might be if they go home unprepared.

**Being prepared rather than simply reacting, can help young sailors make good healthy decisions. Especially when it comes to situations where a Sailor may be faced with the choice drinking or not drinking, drinking responsibly or not drinking responsibly.**

Essentially, there are a few land mines young Sailors are in danger of setting off, but when prepared, may be avoided:

**Returning home as an adult** -- After being away from home and on their own as an independent adult for the first time, the initial return to home presents a whole new set of experiences. The old high school buddies may still be in the same rut they were in when you left. It is important for you to remember that although they may not have changed, YOU HAVE!

#### REMEMBER:

- ◆ Returning home is not a time to compromise the new found principles you have adopted as a member of the U.S. Navy.
- ◆ Navy's core values of Honor, Courage, and Commitment have become your core values.

- ◆ You're not in a rut, you are laying the foundation for a successful life and career in the Navy.
- ◆ One of the biggest dangers you will face will be your old buddies, friends, and/or co-workers wanting to get together with the old immature you. They will want you to act the way you did before you joined the Navy. Remember, you can deal with anyone as a mature adult. You are at a stage in life where the decisions you make today will impact the rest of your life.

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Core issues young Sailors must remember:

### Expectations/Obligations

For some, going home means reuniting with the people you love the most and who understand you the best. For others going home means facing difficult relationships and seeing old acquaintances. Going home *for the first time* can sometimes be a shock because old friends aren't there anymore, or they've changed, but most importantly, you have changed.

### Encourage young Sailors to think ahead.

Make plans with the people you want to see. Find out who will be home. Bring some meaningful part of your new Navy life with you: a Navy T-shirt, some pictures, or your uniform.

The days of living carefree and unaccountable are gone. When you go home you are still a member in the U.S. Navy. You are at the threshold of a meaningful career with unlimited opportunities.

*In moving between worlds, a young Sailor's sense of self can get lost. Reminders can help them feel more confident and remind them of their current obligations as a Sailor.*



### For Sailors who stay at the command

Many Sailors decide not to go home for the holidays. Similar principles apply to how good or bad the holidays will be. When Sailors plan ahead, are proactive, and maintain contact with those who share the same values, the holidays can be a very good time.

If young Sailors feel bored, a good way of celebrating the holidays away from home is to volunteer to help others. Sailors can talk to the local Family Service Center or Chaplain to get involved in volunteer work. Positive activities include

tutoring, mentoring, coaching, working with disabled, and visiting elderly. It is not just a meaningless cliché that giving to others can be a gift to ourselves and a way to give new meaning to this season.

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Being onboard ship and away from home and friends during the holidays can be a very difficult time for a young Sailor. It's very easy to feel lonely and become depressed. For this reason, encourage your young Sailors to start planning now to create the holiday season.

By helping Sailors plan ahead, being creative, and taking an active role, you can play an important role helping your young Sailors negotiate any challenges they may encounter during the holidays.

### Senior Enlisted Leadership Role and Responsibilities

**Know Navy's policy and your command's prevention efforts supporting Right Spirit and "Responsible Use"**

Review Navy's governing instruction OPNAVINST 5350.4C and your command's written policy. Become familiar with what the policy permits and prohibits and the penalties for violating policy.

### **Be Prepared to Explain the Policy to Subordinates**

As a supervisor you may be asked to explain "Responsible Use" of alcohol to your personnel and demonstrate a clear understanding of command policies and procedures. Know your command prevention team (CO, XO, CMC, and DAPA) and verbalize your support for Navy's Right Spirit Campaign and "Responsible Use" policy. Be prepared, you may have to answer any question a Sailor asks.

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Below are examples of questions you may be asked:

♦ What is Right Spirit?

Right Spirit is an effort to change Navy's attitude and culture toward alcohol. It is not about prohibition but is about using alcohol responsibly. Right Spirit is about putting the responsibility of not letting alcohol abuse hurt the Navy on everyone, Seaman to Admiral.

♦ What if I want to drink?

If you're of legal age, its OK to drink as long as you drink responsibly. Remember the effect alcohol has on you is your responsibility.

♦ What will happen if I drink too much and get into trouble?

This would be considered an alcohol incident. Depending on your command policy and the severity of the incident the discipline you will receive can vary. Underage drinking may result in more severe consequence. Members who incur an alcohol incident, anytime in their careers, after having received treatment that resulted from a previous alcohol incident will be processed for Administrative Separation unless your command deems it appropriate to submit a written waiver request.

♦ I don't drink, what is there for me at command functions?

Right Spirit encourages non-alcoholic drinks be made available at all command functions where alcohol is served. Non-alcohol functions or an area where alcohol is not allowed is becoming more common at Navy commands. Such functions show strong support for "it's OK not to drink".

(For additional information or for any questions you may have concerning Navy's Right Spirit Campaign, "Responsible Use" or "It's OK not to drink" contact: Bill Moore DSN 882-4247, (C) 901-874-4247, or (E-mail) [p603a@persnet.navy.mil](mailto:p603a@persnet.navy.mil)

It is best to be ready with answers. Answers for these questions are clearly defined in the OPNAVINST 5350.4C. As a senior enlisted you're a key member of the Command Alcohol Abuse Prevention Team. Your ability to answer questions from subordinates will help them understand alcohol abuse and associated consequences.

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### **Know Your Role**

Your position is unique. You play a major part in your command's ability to reduce alcohol-related incidents. As a supervisor, your role is to observe and help improve job performance, to document work problems and successes, and to support and effectively implement your command's policies and programs. One of the most important actions you can take is to demonstrate early and often you're the Right Spirit Campaign and "Responsible Use" of Alcohol.

**You are not expected to diagnose alcohol abuse or to provide treatment or counseling services to Sailors with alcohol abuse problems.**

You have a command DAPA available who is trained to assess alcohol abuse and make recommendations to the CO. You need to know when to talk to the DAPA. Make sure you understand what is expected of you -- when it is appropriate to refer a Sailor to the DAPA, and the appropriate procedures to use. Knowing your role in your command's alcohol abuse prevention program will help you work well as part of the team.

### **How to be Part of a Successful Alcohol Abuse Prevention Program**

This holiday season, some Sailors will find themselves in a situation where they will have to make a conscious decision about alcohol use. Your role is to enhance their understanding of Navy expectations, "Responsible Use" and reinforce their skills in making informed choices. Helping Sailors make positive, healthy decisions while on leave will have a long-term positive impact on their lives.

Our young Sailors need support and understanding as they prepare to take leave during this holiday season. A command prevention program utilizing the united efforts of senior enlisted can help young Sailors use their resistance skills and ultimately reject any substance abuse.

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Remember, your time and effort, as a supervisor, may be just what is needed to help one of your young Sailors make the right choice about "responsible use" of alcohol or not drinking at all.



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## Section III

### Command Alcohol Abuse Prevention Material

#### OBJECTIVES OF THIS SECTION

- Provide material for command information
- Provide an Individual Risk Assessment Tool/Form

The material in this section has been created to assist commands in reinforcing Navy's Right Spirit Campaign and promoting "Responsible Use" of alcohol by presenting information which can be used in a variety of ways. Whether in POD/POW notes, e-mail from command leadership, posters in berthing complexes, or flyers in workspaces, the more we can remind young Sailors about "Responsible Use" and the adverse health and legal consequences of alcohol, the more likely they will make the right choice when it comes to alcohol use.

#### POD Notes/E-mail/Posters/Flyers

##### Its About Choice

It's your choice, in today's Navy it's OK to drink if you drink responsibly and its OK not to drink. If you choose to drink remember, You're are responsible for the effect alcohol has on you. Get the Right Spirit. It's your responsibility, It' your Navy.

##### The Facts about Alcohol

Not only does alcohol use impair memory, reflexes and the ability to make sound decisions; it destroys careers, relationships, families, and lives. Alcohol is a substance of abuse and a future killer. Don't you be a victim.

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**Where do you fit in?**

Serving proudly in the United States Navy or serving time for an alcohol related crime. A significant percentage of crimes such as motor vehicle crashes, rapes, murder, child abuse, child sexual abuse, robbery, burglary and larceny are alcohol related. How do you want to serve? Serve with the winning side by choosing a healthy lifestyle with a future.

**Right Spirit**

Right Spirit is not prohibition. If you choose to drink, it requires you do it in a responsible manner.

**Home for the Holidays**

While home on leave you may encounter old friends who offer you alcohol or the opportunity to go out drinking. Don't jeopardize your future by making the wrong choice. Drink responsibly. Remember! your success in life and your success in the Navy depend on you making the right choice.

**Leave and Liberty during the holidays!**

If you find yourself in a situation where you have to make a conscious decision about drinking remember this: In 2002, 4,454 Sailors were involved in an alcohol related incident, 1,124 were involved in a DUI/DWI and 20 were alcohol related motor vehicle fatalities. These Sailors found themselves in situations where they made the wrong choice. Don't make the wrong choice. It is simply not worth it!

**Use your refusal skills and good judgement!**

Making the right decisions now will have positive impact on the rest of your life. When you go home for the holidays you may encounter old friends who are uncomfortable with the new and confident person you are. You may feel pressured to drink in order to be cool, to fit in and to show off your new found independence. Make the right choice. Drink responsible or don't drink at all.

**The more you drink the more trouble you have!**

One of the best ways to ruin the Holidays is with alcohol. The more heavily you drink the greater the potential for



problems at home, at work, with friends, and even with strangers.

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### **Alcohol, the great anti-health!**

Too much alcohol may cause social and psychological problems, cirrhosis of the liver, inflammation of the pancreas, and damage to the brain and heart. Heavy drinkers also are a risk of malnutrition because alcohol contains calories that may substitute calories found in nutritious foods. If you choose to drink do it responsibly and in moderation. Be sure to eat!

### **To drink or not to drink!**

According to research scientists, the following people should NEVER drink:

- ◆ Athletes striving for peak performance;
- ◆ Pregnant women;
- ◆ Anyone with a family history of alcoholism;
- ◆ Workers in jobs affecting public safety;
- ◆ Workers in jobs requiring thought;
- ◆ Anyone who drives.

### **All drinks are created equal!**

A standard serving of beer, wine and liquor each contains the same amount of alcohol and each has the same amount of risk. Some people think there is no difference between a wine cooler or a beer and a soft drink. Others think there is less alcohol in a wine cooler or a beer than in other alcoholic beverages.

### **There is alcohol in those drinks!**

A lot of people think there is less risk in drinking beer or wine than in drinking liquor. They may have heard that the percentage of alcohol is lower in beer (around 5 percent) and wine (12 percent) than in liquor (usually 40 to 50 percent).

They may not know that beer, wine and liquor are also usually served in difference sizes (12 ounces for beer; 5 ounces for wine; and 1 1/2 ounces of 80 proof liquor). So it works out that each one has the same amount of alcohol. It's just more

diluted in beer and wine than in liquor. Beer, wine, and liquor have the same effect if a person drinks them in a standard size serving and at the same rate.

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INDIVIDUAL RISK ASSESSMENT (IRA)

1. Effective risk management requires the elimination of risk-taking behaviors. These behaviors result in human error, the largest single component of mishaps.

2. First-line supervisors are in the best position to help eliminate human error. They are aware of day to day events and stressors that affect the way people perform and can intervene by counseling individuals.

3. The IRA Off-Duty Self-Assessment Form helps quantify off-duty risk potential and focus on intervention and prevention strategies. We recommend using the attached form to identify and counsel people before a major holiday. Not all questions apply to every situation. Select those that are applicable and discard the others. Use the form as a catalyst for honest; frank discussion and counsel individuals at risk. To ensure questions are correctly answered, look them over and discuss inconsistencies. Assurance of privacy is a must.

4. Questions are designed to assess behavioral factors and indicators that are related to human error mishaps. They range from biographical factors and work performance to risk-taking behaviors. Answers are simply "yes" or "no". A maximum of 25 points can be scored. The higher the points, the greater the risk.

DIRECTIONS FOR USE OF FORM

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Score ranges: Low risk (0-5 points), Medium risk (6-14), and High Risk (15-26).

Supervisor will discuss results with interviewee and may discuss with the chain of command for the purpose of the individual's welfare. A record may be made of counseling;

however, form is property of the interviewee only and will not be retained by the command or supervisor. Information or statements made to the supervisor concerning items on this form CANNOT be used in any adverse proceeding, administrative or criminal.

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IRA OFF-DUTY SELF ASSESSMENT FORM	
<b>I. BIOGRAPHICAL FACTORS</b>	<b>Yes/No</b>
SINGLE	
MALE/FEMALE	
E-5 OR BELOW	
AGE 18-25	
<b>II WORK PERFORMANCE FACTORS</b>	<b>Yes/No</b>
COUNSELED FOR POOR JOB PERFORMANCE	
PERFORMANCE EVALUATION BELOW STANDARD	
IGNORED SOP'S TO SAVE TIME	
ARRIVED LATE OR DECLARED UA	
LOW ADVANCEMENT EXAM AND PQS SCORES	
<b>III PERSONAL FACTORS</b>	<b>Yes/No</b>
IMPULSIVE DECISION-MAKER	
FINANCIAL DIFFICULTIES SUCH AS BAD CHECKS, LATE PAYMENTS	
FAMILY ADVOCACY PROBLEMS SUCH AS SPOUSAL ABUSE	
ALCOHOL/DRUG ABUSE PROBLEMS	
RECENT SERIOUS FAMILY ILLNESS	
RECENT BREAK-UP OR PROBLEMS WITH IMPORTANT PERSONAL RELATIONSHIPS	
JUDICIAL OR NON-JUDICIAL PUNISHMENT	
<b>IV. RISK-TAKING FACTORS</b>	<b>Yes/No</b>
PARTICIPATES IN ACTIVITIES WITHOUT APPLYING RISK MANAGEMENT PROCESS	
INVOLVED IN RECENT ACCIDENT OFF-DUTY	
CONSUMES ALCOHOL BEFORE OR DURING ACTIVITY	
BULLET-PROOF MENTALITY	
DOESN'T USE PERSONAL PROTECTIVE EQUIPMENT SUCH AS SAFETY GOGGLES OR LIFE JACKET	
<b>V. LEAVE/LIBERTY FACTORS</b>	<b>Yes/No</b>
PLANS TO SWIM IN AREAS WITHOUT LIFEGUARDS	
PLANS TO BEGIN WORK UNDER VEHICLE WITHOUT ADEQUATE SUPPORTING EQUIPMENT FOR LOAD	
PLANS TO JOG OR BOAT DURING BAD WEATHER	

PLANS TO PARTICIPATE IN HIGH-RISK SPORTS SUCH AS SCUBA DIVING AND OFF-ROAD RIDING	
PLANS TO CAMP WITHOUT SUFFICIENT FOUL WEATHER GEAR OR KNOWS TERRAIN	
<b>TOTAL POINTS:</b>	
<b>(TOTAL POSSIBLE POINTS: 26)</b>	

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